

Job Title: Finance Assist
Company: Blindman Valley Minor Hockey Association
Location: Central Alberta
Job Type: Part-Time Paid Volunteer
Compensation: \$500/month September 2025 – April 2026
Closing: Upon the receipt of a viable candidate

About Us:

In 2023, The Blindman Valley Minor Hockey Association (BVMHA) was created and formed through a merger of the Bentley, Eckville, and Rimbey Minor Hockey Associations, along with The West Central Wildcats Female program. This organization is overseen by a supportive executive board, responsible for managing all hockey operations. With over 300 active members in its inaugural season BVMH continues to grow and remains dedicated to foster minor hockey at all levels in Central Alberta

Job Summary:

We are seeking a highly skilled and dedicated individual to join our team as Finance Assist for the Hockey Association. The Team Finance will play a vital role in managing the financial affairs of the association, ensuring accurate record-keeping, and contributing to its overall financial health. The ideal candidate will possess exceptional financial acumen, strong analytical skills, and a passion for the sport of hockey.

Responsibilities:

- Assist to maintain team financial operations of the Hockey Association, including budgeting, financial planning, and financial reporting.
- Maintain accurate and up-to-date financial records, including invoices, receipts, payments, and bank statements.
- Collaborate with the board's President and Finance Lead to develop and monitor departmental budgets and assist with financial forecasting.
- Collaborate closely with the Fundraiser Coordinator of the executive board to ensure strict adherence to AGLC regulations, while also maintaining meticulous records and implementing best practices.
- Coordinate with both the Referee Scheduler, Ice Scheduler and the Tournament Coordinator.

Qualifications:

- Proven experience in financial management, accounting, or a similar role.
 - Strong knowledge of financial principles, practices, and regulations.
 - Proficient in using financial software (sage) and tools for record-keeping and analysis.
- Knowledge of Microsoft suite and Google Apps.
- Attention to detail and accuracy in financial reporting.
 - Strong organizational and time management skills to prioritize tasks and meet deadlines.
 - Excellent communication and interpersonal skills to effectively collaborate with board members, staff, and external stakeholders.
 - Passion for hockey and a genuine interest in supporting the growth and development of the sport.
 - Ability to maintain confidentiality and demonstrate integrity in handling financial matters.

How to Apply:

Interested candidates are requested to submit their resume, cover letter, and any relevant

certifications to our executive President, Stephanie Carlson- presidentbvmh@gmail.com. Please include "Finance Assist Application – [Your Name]" in the subject line. Only shortlisted candidates will be contacted for an interview.

Note: The Hockey Association is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.